

**PERSONNEL AND TRAINING BUREAU**

**NOTICE**  
1.12

September 8, 2014

**TO:** All Sworn Personnel

**FROM:** Commanding Officer, Personnel and Training Bureau

**SUBJECT:** REGISTERING FIREARMS WITH THE DEPARTMENT ARMORY

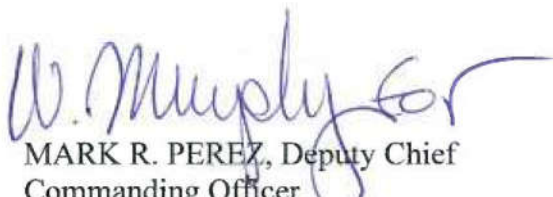
This Notice is to remind all sworn personnel that any firearm purchased or acquired for duty use or to be carried off-duty must be inspected by the Department Armory and entered into the employee's Firearms Inspection Record. Firearms requiring inspection include pistols, revolvers, shotguns, and rifles for primary duty use, pistols or revolvers to be carried off-duty, and back up pistols and revolvers. Privately purchased TASERS also must be inspected and registered with the Department Armory.


In addition, it is the employee's responsibility to ensure that all state and federal firearms registration paperwork is completed whenever a firearm is purchased or acquired (e.g., by gift or transfer of ownership).

Detailed policy and procedures for firearms inspection and registration can be found in Department Manual Section 3/610.20.

If there are any questions regarding this Notice, please contact Lieutenant Dana Berns, Assistant Officer in Charge, Firearms and Tactics Section, Training Division, at (818) 832-3712.

APPROVED:

  
MARK R. PEREZ, Deputy Chief  
Commanding Officer  
Personnel and Training Bureau

  
STEPHEN R. JACOBS, Deputy Chief  
Chief of Staff  
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